

# Remote Learning Policy

Ravenscroft Community Primary School



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Governing body: P Wiseman  
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## 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

## 2. Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers must be available between 9am to 3:30pm

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Setting work –
  - For their own class, which they would be teaching in school
  - Equivalent of four hours quality work per day.
  - Available for 9am on the morning the work is set for, if working online.
  - If paper copies are being provided, they will be available by 3pm the day after confirmation of self isolation, a pack will provide 10 days work,
  - Uploaded on 365 Microsoft TEAMS for children/parents to access if working online.
  - Staff will communicate via email/TEAMS to discuss amounts and type of work sent at least weekly or daily using TEAMS, especially for households where multiple children will need access to IT

Providing feedback on work –

- Feedback will be given on TEAM's where possible, when working online.
  - Feedback will be provided for children working on paper after isolation period when work can be returned to school, isolated and then feedback can be provided.
- Keeping in touch with pupils who aren't in school and their parents –

- Contact should be made with pupils ideally daily through feedback and setting work where online work is provided
  - Contact for pupils working on paper should be made weekly where possible via Parent App or email.
  - Teachers will not be expected to answer emails or messages via TEAM's outside of school hours.
  - Teachers should report any concerns or complaints to a member of SLT and any safeguarding concerns should be reported immediately as per normal school procedures.
  - If there is any misuse of online platform or issues with children not completing set work, parents should be contacted to discuss ways to support the child and family and a member of SLT should be informed.
- › Attending virtual meetings with staff, professionals, parents and pupils –
- Dress code of the school should be followed at all times
  - Care should be taken to consider the background and check it's suitability.

Teachers should provide online or paper learning for any pupils who are self isolating, it should mirror as closely as possible work being delivered to the class in school.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal working hours.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When assisting with remote learning, teaching assistants are responsible for:

- . Putting together any work packs needed for pupils unable to access online.
- . Organising packs of differentiated resources for individual or groups of learners.
- . Making resources/games for packs to support with individuals learning.

## 2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- › Provide staff with advice and resources if needed to support with remote learning of their subject
- › Check the progression and continuity of online work being provided in their subject
- › Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- › Monitoring the remote work set by teachers in their subject by holding weekly staff meetings via Zoom.

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Miss Hegarty (Headteacher) and Mr Hughes (IT Lead) are responsible for co-ordinating the remote learning approach across the school –

- Monitoring the effectiveness of remote learning –will be achieved by regular monitoring of work set online and on paper, measuring pupils progress and listening to feedback by parents, pupils and staff.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.5 Designated safeguarding lead

The DSL is responsible for:

- . Promote and prioritise the safety and wellbeing of all children and young people
- Ensure everyone, staff, pupils and parents understand their roles and responsibilities in respect of safeguarding and child protection
- Ensure **all staff** have read **Part 1 and Annex A, of the Keeping Children Safe in Education, September 2020 Guidance document**, and have completed a signed record to say they have done so
- Ensure everyone has appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- Ensure in the event of incidents/concerns of abuse, appropriate action is taken in line with local procedures, and support provided to the individual/s who raise or disclose a concern.
- Ensure that confidential, detailed and accurate records of all safeguarding and child protection concerns are maintained and securely stored.
- Prevent the employment/deployment of unsuitable individuals
- Help protect children and young people from exploitation including radicalisation, child sexual exploitation and child criminal exploitation (county lines)
- .Ensure robust and effective safeguarding arrangements and procedures are in operation in school.

## 2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day.
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Be appropriately dressed and ready to learn

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it.
- Only message staff during school hours
- Be respectful and follow our code of conduct when making any complaints or concerns known to staff

## 2.8 Governing board

The governing board is responsible for:

- › Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- › Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

### **3. Who to contact**

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- › Issues in setting work – talk to the class teacher or INCO
- › Issues with behaviour – talk to SLT or HT
- › Issues with IT – Initially speak Admin or to IT Lead or IT support
- › Issues with their own workload or wellbeing – talk to SLT or HT
- › Concerns about data protection – talk to the Business Manager or HT
- › Concerns about safeguarding – talk to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

### **4. Data protection**

#### **4.1 Accessing personal data**

When accessing personal data for remote learning purposes, all staff members will:

- › Access via the school 365 accounts, itrack accounts or via School email address (also to access shared drive)
- › Work on devices supplied by school laptop following code of conduct and GDPR .

#### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as telephone numbers or email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

#### **4.3 Keeping devices secure**

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- › Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- › Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- › Making sure the device locks if left inactive for a period of time
- › Not sharing the device among family or friends
- › Installing antivirus and anti-spyware software
- › Keeping operating systems up to date – always install the latest updates

## **5. Safeguarding**

All staff, pupils, parents to follow and refer to safeguarding policy and coronavirus addendum to our safeguarding policy which can be found on our website and shared drive.

## **6. Monitoring arrangements**

This policy will be reviewed every 6 months by SLT unless DFE guidance changes. At every review, it will be approved by the full governing body.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy and coronavirus addendum to our behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy